

Contracting Policy:

Conservation Program Manual, Title 440, Part 512, Conservation Program Contracting, Section 512.55 describes the policy expectations for contract reviews.

A link is provided below:

[NRCS eDirectives - Subpart F – Contract Administration](#)

512.55 Contract Reviews

A. Evaluating Contract Implementation

Contract evaluation (follow-up) is a part of the conservation planning process. (See Exhibits, section 512.91 F.) A contract review will be required if the schedule of operations is not being followed or if all required contract provisions are not being met.

B. Annual Reviews Required

The Designated Conservationist will review contract implementation with the CPC participant annually.

Policy in section 512.40 (9) is often incorrectly cited for the sole justification to consider an uncompleted practice to be a valid open obligation when it is to be completed within one year of the scheduled date. Policy states that a contract modification is not required in this circumstance, however, further justification and documentation is required in the form of a contract review on a NRCS-CPA-13. This policy language was clarified in Amendment 40 of the CPM dated November 2007. A link is provided here for your convenience:

[NRCS eDirectives - Subpart E - Contracting](#)

The annual review process is now documented within the ProTracts Contract Review Module and is trackable under the Contract Review History. This feature will prove invaluable in the open obligations review process. Training on the use of this module was provided in September 2007. A link to the training materials and a Net Replay of the training session is posted on the ProTracts Home Page and may be accessed through the link below.

ProTracts Training Materials:

09/18/2007 --- Recording of Contract Review Module Training

http://prohome.nrcs.usda.gov/ProTractsDocs/Training/contract_review.wmv

ProTracts Contract Review Module and Reviewing Open Financial Obligations:

During the normal contract review process the Designated Conservationist should also consciously consider the open obligation. This will be documented on the NRCS-CPA-13 with the addition of the following information: (See Oregon attachment 2 for revised supplemental document which allows more area for written documentation)

Attachment 3 – Contracting Policy – PT Module

OBLIGATION STATUS	YES	NO
<p>Were the practices completed on time according to the scheduled date, within the contract start and contract end dates? If no, Explain the period of inactivity and</p> <p><input type="checkbox"/> Participant's request</p> <p><input type="checkbox"/> Weather</p> <p><input type="checkbox"/> Other, identify reason</p>		
<p>Are the remaining obligated funds sufficient for proper completion of the scheduled conservation practices, in accordance with the specifications?</p> <p>Explain how the remaining obligation dollars will be used.</p>		